Section 19 Training Registration

The following instructions explain how to register for employer training sessions and workshops, as well as view or cancel a registration.

How to Register

Step 1

You will receive an email when registration for an education program is available.

To register, click on "Training Registration" in the Additional Tools menu on the home page.

SIS Home Make a Payment Payment History New Hire Notification Reemployed Retiree Notification Employer Reports Deposit & Service Reports Withdrawal Certification **Additional Tools Outstanding Reports Current Obligations** > Direct Debit Set Up Number of Due Description Report Type Amount > Employer Contacts Date Reports Employment Verification Reports 09/12/2023 Payroll-reported contributions due \$515.78 Service Credit 09/13/2023 PSC employer cost-Kimberly K \$5,719.60 Verification Estimated Payroll 09/15/2023 Monthly PSC deductions due \$811.23 Accrued Verification 1 Payment received - not yet applied -\$276.65 GASB Reports Employment 3 Verification Reports > Online Death Notification Annual Reporting > Pay Date Calendar Withdrawal > Payroll Summary 2 Certification Pickup Plan Information Pay Date Calendar Violation Period Request Access Certification Training Registration Violation Period Certification **News & Alerts**

Step 2

- 1. Under "Upcoming Events," enter the start and stop dates for the time period you are searching for and click "Search."
- A list of programs will appear. Click "Select" next to the program date and location you want to attend.
- 3. The Seminar Participant screen shown on the next page will appear.

SIRS	Home	Make a Payment	Payment Hist	tory M	New Hire Notification	lotification Reemployed Retiree Notification		Employer Reports Depos		osit & Service Reports		Withdrawal Certificatio	
			Tra	ining F	Registration								
				Status:	All	~							
				My Sessions Meeting All Session									
			Tools Name		me	Attendee		Locatio	ocation Details Start Date		Stop Date Desc		
			Тур	coming Ever pe: cation:		× ×		Start Date: Stop Date:	and the second se		2:00 AM ¥ 1:59 PM ¥	,	
				earch				Available Session					
			Too	ols Na	me	Meeting Type	Location	Location Details	Start Date	Stop Date	Available Seats	Du	
			Se	lect Re	porting Basics - Part 1	Employer Workshop	HILTON GARDEN		03/06/2018	03/06/2018		4 31	
				The second	porting Basics - Part 1	Employer Workshop	Findlay (NW) - Fin		03/07/2018	03/07/2018		5 31	
			Se	lect Re	porting Basics	Employer Workshop	Columbus (C) - ST		02/20/2018	02/20/2018		1 31	

Step 3

- Click on the gray "A" box. (If program capacity is full, a blue "WL" box will appear. Click on it to be added to the waitlist.)
- 2. Click "Next."

r Particinant ΠX Helr 1 Schedule 2 Attendee 1. Click on the letter 'A' in the grav box next to the date to register for an available session. If the session is full, click on 'WL' to be added to the waiting list. You will be contacted if a seat becomes available. **Registration Details** 2. Click 'Next' to continue. Staff All The box will turn green 8:45 AM after you click on "A." 3/6/2018 U - Unavailable A - Available B - Booked R - Requested NA - Not Available WL - Waitlist Cancel Next

Tip! The Help screen on the right side of each page provides instructions.

Step 4

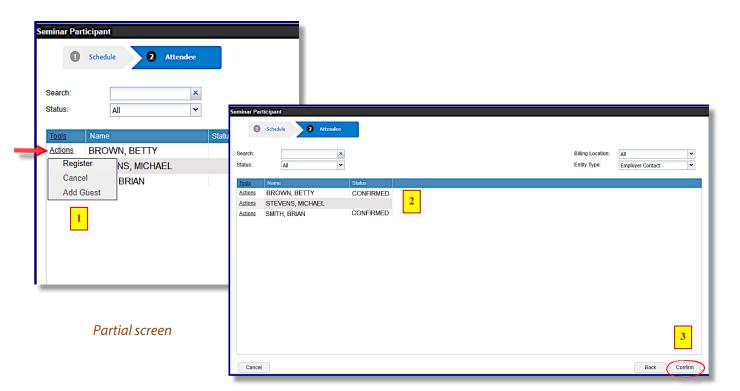
A list of employer contacts on file with STRS Ohio will appear. To register one or more attendees:

- Click "Actions" next to the person you want to sign up and select "Register."
- The status will change to "Confirmed" or "Waitlist" depending on space available.

Repeat to register more attendees.

3. When finished registering all attendees, click "Confirm."

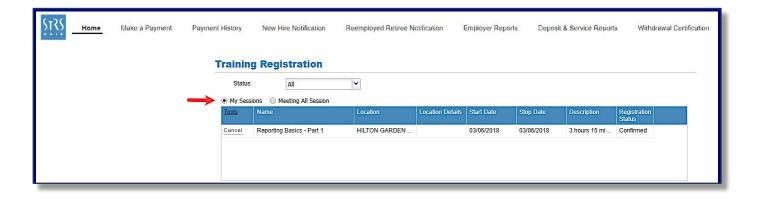
You will return to the Training Registration screen shown on the next page.



Viewing Registrations

Your Registrations Only

To view education programs you are currently registered to attend, click on "**My Sessions**" on the Training Registration screen.



Registrations for You and Other Attendees

To view education programs you or other individuals in your school are currently registered to attend, click on "**Meeting All Session**" on the Training Registration screen.

STRS Home	Home Make a Payment		New Hire Notification	Reemployed Retiree Notification		Employer Reports		Deposit & Service Reports		Withdrawal Certification		
		Training	Registration									
		Status:	All	¥								
			ons								_	
		Tools	Name	Attendee	Location	Location Details	Start Date	Stop Date	Description	Registration Status		
		Cancel	Reporting Basics	BROWN, BETTY	Columbus (C) - S		02/20/2018	02/20/2018	3 hours 15 mi	Confirmed	A	
		Cancel	Reporting Basics - Part 1	BROWN, BETTY	Canton (NE) - Cou		03/14/2018	03/14/2018	3 hours 15 mi	Confirmed		
		Cancel	Reporting Basics	SMITH, BRIAN	Columbus (C) - S		02/20/2018	02/20/2018	3 hours 15 mi	Confirmed		
		Cancel	Reporting Basics - Part 1	SMITH, BRIAN	Canton (NE) - Cou		03/14/2018	03/14/2018	3 hours 15 mi	Confirmed	-	

Canceling Registrations

To cancel a registration:

- 1. Click "Cancel" in the Tools column next to the name of the attendee you want to cancel.
- 2. Click "Yes" to confirm.

<u>ş</u>	Home	Make a Payment	Payment History	New Hire Notification	Reemployed Retiree Notification Emplo		Employer	Reports	Deposit & Service Reports		Withdrawal Certificat	
			Training	g Registration								
			Status	All	~							
			O My Sess	ions	1							
			Tools	Name	Attendee	Location	Location Details	Start Date	Stop Date	Description	Registration Status	
			Cancel	Reporting Basics	BROWN, BETTY	Columbus (C) - S		02/20/2018	02/20/2018	3 hours 15 mi	Confirmed	-
			Cancel	Reporting Basics – Part 1	BROWN, BETTY	Canton (NE) - Cou		03/14/2018	03/14/2018	3 hours 15 mi	Confirmed	
			Cancel	Reporting Basics	SMITH, BRIAN	Columbus (C) - S		02/20/2018	02/20/2018	3 hours 15 mi	Confirmed	
			Cancel	Reporting Basics – Part 1	SMITH, BRIAN	Canton (NE) - Cou		03/14/2018	03/14/2018	3 hours 15 mi	Confirmed	-
			Upcoming	Events								
			Type:	All	~		S	tart Date:	01/2	6/2018 🖸 12:00	AM Y	
			Location:		~		S	top Date:	03/1	2/2018 🖪 11:59		
			Search		Confirm		٥	vailable Sessio	ns Only:			
			Tools	Name	Meeting Type	Are you sure you want to meeting?	cancel the	Date		Available Duratio	n	
			Select	Reporting Basics - Part 1	Employer We	Yes N	lo	/2018	03/06/2018	2 3 hour	s 15 minut	
			Select	Reporting Basics - Part 1	Employer Workshop	Find (NW) - Fin		03/07/2018	03/07/2018	5 3 hour	s 15 minut	
			Select	Reporting Basics	Employer Workshop	Colutibus (C) - ST		02/20/2018	02/20/2018	1 3 hour	s 15 minut	